ADMINISTRATIVE-INTERNAL-USE-ONLY

Personnel Resource Information Management

(PRIM)

<u>Prim User's Manual</u>
(UMS-C20-1-A)

by

PRIM Project Team

ODP/A/SDD
OP/ID/ADRB

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ADMINISTRATIVE-INTERNAL-USE-ONLY

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Chapter 1

INTRODUCTION

Welcome to the Personnel Resource Information Management (PRIM)
System.

Chapter 2

PRIM SYSTEM OVERVIEW

The PRIM System is a centralized data base for use by the Person-
nel Officer, Career Management Officer, Office Director or Train-
ing Officer of a component in direct support of the component's
day-to-day personnel management activities. The software system
utilized by PRIM will be the Generalized Information Management
(GIM-II) System. The PRIM Data Base will be physically located in
the Ruffing Computer Center.

     The query and reporting capabilities of the PRIM System will
utilize official data related to organizational structure, posi-
tion information and employee data. The PRIM System will provide
an online capability for components to enter, update and retrieve
their own component data.

     An intricate security procedure will control all accesses to
the PRIM System ensuring data integrity.

     (The PRIM System will be designed in a phased approach with
each new phase identified as a new release of the PRIM System.)

Chapter 3

PRIM SYSTEM CONTROL

3.1   PRIM DATA BASE MANAGER'S RESPONSIBILITIES

The PRIM Data Base Manager is responsible for the control, securi-
ty and operation of the PRIM System. The PRIM Production Data
Base contains over 150 data lists and procedures with 40 million
bytes of information. He is also responsible for the PRIMTEST
Data Base which is a sanitized version of PRIM with less than 5
percent of the information.

   1. Long range development and maintenance of the database
       software.

   2. Designing and executing testing procedures for new enhance-
       ments

   3. Projecting database usage and space requirements for real-
       location of space.

   4. Being a technical consultant to ODP/Applications personnel
       to explain the customer needs, legal constraints and inter-
       relationship of data in PRIM and, to the database users, to
       explain the system capabilities, constraints of the system,
       system edits and the general operating environment.

   5. Establishing and maintaining the security on PRIM

   6. Ensuring that PRIM data remains accurate

   7. Coordination on enabling/disabling the data base for hard-
       ware problems. Authorize restorations and ensuring the re-
       stored data base is accurate

   8. Analyzing and resolving processing problems on PRIM

   9. Ensuring requirements for PRIM by OP on ODP are complete,
       concise, accurate and compatible with regulations and oper-
       ating procedures

10. Chairing PRIM Users Group

11. Responsible for development of new computer software for
    PRIM enhancements or entirely new applications requested by
    the PRIM Users Group.

12. Reviews office, Agency and Federal regulatory issuances to
    determine any possible impact on PRIM

13. Conducts briefing and training sessions regarding PRIM en-
    hancements in production or development

14. Attend Branch, Division and Office meetings to ensure a
    proper and uniform flow of information up and down the or-
    ganizational structure.

3.2   COMPONENT'S RESPONSIBILITIES

The component responsibilities are:

   1. To obtain the training needed to use the PRIM System, i.e.,
       GIM II for Users, Basic VM, RAMIS Report Writing and all
       PRIM Sessions as they occur.

   2. To ensure the integrity and security of the system by using
       the system and keeping the PRIM Data Base Manager informed
       of discrepancies or questionable results.

   3. The IOC Components are to train components in their respec-
       tive Directorates as they are given access to the PRIM Sys-
       tem.

Chapter 4

ACCESS TO PRIM

4.1   SIGNON/SIGNOFF

4.1.1   GIM-II SIGNON

Access to the PRIM Data Base via GIM-II is controlled through se-
curity checks to identify and authenticate the potential user.
Identification of the user is verified through information provid-
ed in the signon statement. The authentication is completed
through the issuance of a password. To obtain a password and ac-
cess to the system, Form 4065, Online Computer Systems Access Re-
quest, must be completed. The requestor should also include a
memorandum stating the data lists they would like to have access
to. The memorandum and Form 4065 should be forwarded thru ADRB to
ODP. See FORMS Chapter for examples of Form 4065, the memorandum
and instructions for completion.

Once access has been approved the user will be given a USERID
(System Identifier), Organization Name, (Identifies the user group
to which a user belongs), Data Base Name which will be PRIM and a
PASSWORD (which is a unique word for each user).

To signon to the PRIM System (Production Version) do the follow-
ing:

Turn the terminal on

The following should appear on your screen:

INVALID SWITCHING CHARACTERS
COMTEN NO. 4   LINE 153
****RUFFING COMPUTER CENTER 63.2****
PLEASE ENTER SWITCHING CHARACTERS: (SOM)

After the SOM (Start of Message Character) type GIM1 and hit ENTER
the screen will display TERMINAL OPEN and then type your signon
statement as follows:

          SIGNON OPER "USERID" ORG "ABCD" DB "PRIM"   HIT
ENTER

The system will respond with:

    STMT=1013317.000 DATE=01/31/83 TIME=14:55 USER=USERID
DB=SIPSYDB
    ENTER PASSWORD

Type your password (it will not display on the screen) and hit
ENTER. The system will respond with:

    SIGNON PROCESSED DATE=01/31/83 TIME=14.9300 3

    WELCOME TO THE NEW PRIM SYSTEM**
    Your last session on this Data Base was &01/30/83*11:31&
    Completed 1013317.000   CTIME=14:55

Your are now ready to begin work.

NOTE: If you type your password incorrectly, the system will re-
spond with

      INVALID SIGNON.   ILLEGAL PASSWORD

You must type your signon statement over again.

      SIGNON "USERID" ORG "ABCD" DB "PRIM"   HIT ENTER

Wait for the password prompt before you type in your password.
You will have three chances to signon and enter your password; if
you fail on the third time you will be signed off and must start
at the beginning with GIM1.

4.1.2   GIM-II SIGNOFF

When all work is complete on PRIM, properly secure the system.
Failure to do so is a security violation. The last statement en-
tered is the SIGNOFF statement. It clears the memory of the com-
puter terminal and disconnects the terminal from PRIM.

To enter the SIGNOFF statement, enter:

          SIGNOFF   HIT ENTER

The system responds with:

      STATEMENT=1314523.000, DATE=01/31/83, TIME=15:30

```
     USER=USERID
     SIGNOFF ACKNOWLEDGED. DATE=01/31/83 TIME=14:20
     STATEMENTS PROCESSED=nnnnnn, ELAPSED TIME=16:05
```

At this point, the screen clears and the following appears:

```
     TERMINAL CLOSED
```

4.1.3   VM LOGON

To obtain access to the VM System, Form 4065, Online Computer Sys-
tems Access Request, must be completed and forwarded thru your ADP
Control Officer to ODP. See FORMS Chapter for examples of Form
4065 and instructions for completion. To signon on to VM (Virtual
Machine) do the following:

     Turn the terminal on

The following should appear on your screen:

```
     INVALID SWITCHING CHARACTERS
     COMTEN NO. 4        LINE 153
     ***RUFFING COMPUTER CENTER 63.2****
     PLEASE ENTER SWITCHING CHARACTERS:  (SOM)
```

After the SOM (Start of Message Character) type either VM1 or VM2
and hit ENTER; the system will respond with the following and a
greater than character (>).

```
     VM/SP ONLINE     --- VM1 ---
```

Type your USERID after the (>) character and HIT ENTER. (Your
USERID in VM will probably be the same as your GIMS USERID.)

```
     LOGON USERID                      HIT ENTER
```

The system will respond with:

```
     ENTER PASSWORD                    HIT ENTER
```

Type in your password (it will not display on the screen) and HIT
ENTER. Your VM password will be different from your GIMS pass-
word.) If you key your password incorrectly the system will re-
spond with:

```
     DNKLOGO5OE PASSWORD INCORRECT - REINITIATE LOGON PROCEDURE
```

You must then enter your LOGON statement and password again.

           LOGON USERID   HIT ENTER

        ENTER PASSWORD   HIT ENTER

The system will respond with:

        ENTER PRISM PROJECT NUMBER   HIT ENTER

Type in your prism project number and HIT ENTER. The prism pro-
ject number is a prism accounting number used to charge VM comput-
er time to your office. You can get this number from ODP or your
ADP Control Officer. The system will respond with:

        LOGON at 08:28:47 EST Monday 02/07/83

You are now ready to begin work.

4.1.4   VM LOGOFF

It is important also in VM to properly secure the system when you
have finished your work. When your work on VM is complete and you
are ready to LOGOFF just enter:

           LOGOFF   HIT ENTER

The screen will then clear and then print the system resources
used and cost to your office for this VM session. It will appear
as:

  CHARGES FOR USERID   31C20
          TOTAL=..... $12.65 I/O=1023 $0.56   CPU= 000.11 $2.64
          VSTOR=2048K $ 6.36 PRT=0 $0.00   CONN=01/:46:08
  $3.09

  CONNECT= 01:46:08 VIRTCPU= 000.05.92 TOTCPU= 000:11.93
  LOGOFF at 10:14:55 EST MONDAY 02/07/83

  COMTEN No. 4   Line 153
  RUFFING COMPUTER CENTER 63.2
  PLEASE ENTER SWITCHING CHARACTERS

1. While depressing the CONTROL key on the keyboard, depress
   the ALL CLEAR EOS key. The fill-in fields on the screen
   will go blank.

2. Depress ENTER. The screen should then display the SOM
   (start of message) symbol and the cursor, with the ETX (end
   of text) symbol at the bottom of the screen.

    If these procedures fail and the menu continues to display,
enter SIGNOFF in the portion of the menu which has the execute
statement and depress the ENTER key. This signs you off and you
have to sign on again.

4.2.3   PAGING MODE

When the terminal is in PAGING mode, information is presented line
by line starting at the top until the screen (page) is filled.
The next line added causes the page to eject and the screen to go
blank. Information will restart at the top of the screen (page)
and the cycle continues to repeat. Pages rolled out of view are
retained in local memory, to a maximum of 21,200 characters
(7260T) and are brought back into view by using the PAGE function
keys.

    When not in FORMAT mode or INTERRUPT mode, the user may place
the terminal in PAGING mode by entering the following GIM-II
statement:

                SEND "*+P"

    By typing /WA and hitting enter before inputting your state-
ment you will cause the terminal to pause between pages. You must
hit enter for the next page. By using /WA=N you can set a time
limit on the pause.

4.2.4   SCROLL MODE

When the terminal is in SCROLL mode and the screen is filled, each
new line of information added at the bottom causes an old line to
be rolled out of view off the top of the screen. Lines rolled out
of view are still retained in local memory, to a maximum of 21,200
characters (7260T), and are brought back into view by using the
PAGE function keys.

When not in FORMAT mode or INTERRUPT mode, the user may place the terminal in SCROLL mode by entering the following GIM-II statement:

        SEND "*-P"

4.2.5 BIG BUFFER MODE

When input queries are longer than two lines (160 characters), the terminal must be in BIG BUFFER mode to accept the input efficiently. The user may put the terminal in BIG BUFFER mode by entering the following GIM-II statement:

        SEND "*+B"

BIG BUFFER mode may be turned off by entering the following GIM-II statement:

        SEND "*-B"

The following information will assist you in using this mode:

   1. A NULL entry or an emergency exit from a menu will take the
       terminal out of BIG BUFFER mode.

   2. If the SOM does not go to the end of the statement, the
       terminal is not in BIG BUFFER mode.

   3. The terminal can now read more than two lines correctly,
       but it is best to have the system in BIG BUFFER mode to
       read long statements.

4.2.6 MESSAGES TO OTHER USERS

GIM-II provides the ability to send messages to one or more users currently signed on the system or to the master terminal operator.

When not in FORMAT mode a message may be sent by entry of a command structured as follows:

   WTU OPER=RECIPIENT, any message text
                 or
   /MG USERID   (message)

where WTU OPER=NAME sends text to the named user. Valid OPER,
ORG, and DB may be obtained from USNAP.

   To cause information on current system users to be displayed,
enter the following GIM-II statement:

            USNAP or U

The data displayed includes, ORG, OPERATOR, UNIT ID, UNITS,
DBNAME, SIGNON TIME, current STATEMENT number, and WC (wait code).
The USNAP is a less efficient way to obtain information. More ef-
ficient ways would be to enter the following GIM-II statements:

            /EX US
            USNAP ORG "GCLASS"
            USNAP DB "TEST1"

"GCLASS" will list only userids and associated information that
are signed on to that organization. "TEST1" will list only user-
ids and associated information that are signed on to that data
base.

In order to send messages to the master terminal, the following
statements are to be used:

            WTU MT, message text
         /MG MT message text (INTERRUPT command)

NOTE: The INTERRUPT command will not generate a "msg sent" re-
sponse.

Any desired message text may be entered but long messages will be
truncated to 80 characters (one line) without notification to the
sender. The sender's ID is automatically appended to the message
and included in the 80 characters.

   If you hit the break key (5000 series) or the ATTN key (7260)
and type ST, the system will tell you the status of your current
statement.

Chapter 5

PRIM OFFICIAL FILES

5.1   CENQUAL (CENTRAL QUALIFICATION DATA-ACTIVE)

A sample of QUAL data elements which can be queried in PRIM and
related COMVAD Dictionaries if appropriate are listed below:

Data Element (Clear Text)	Data Element	COMVAD Dict.
GEOGRAPHIC Area Knowledge	(QUAAR)	$AREA
GEOGRAPHIC Area Knowledge Acquired	(QUAARHOW)	$GEOG
Date LANGUAGE AWARD Authorized	(QUAAWADT)	
Date of LANGUAGE AWARD Received	(QUAAWRDT)	
Individual CITIZENSHIP Status	(QUACIT)	$PERCIT
DEPENDENT SEX Code	(QUADESEX)	
Extent of EXPERIENCE Code	(QUAEXT)	$EXTENT
FOREIGN RELATIVE RELATIONSHIP Code	(QUAFRCD)	$RELATN
FOREIGN RELATIVE CITIZEN COUNTRY Code	(QUAFRCITC)	
FOREIGN LANGUAGE Code	(QUALANCD)	$LANG
Date of HIGH LANGUAGE Test	(QUALANHDT)	
MILITARY BRANCH of SERVICE SEPARATION Code	(QUAMBSV)	$MILSVC
MILITARY MOBILIZATION Category	(QUAMCAT)	$MOBCAT
MILITARY DRAFT Class Code	(QUAMCL)	
Length of ACTIVE SERVICE	(QUAMLSVC)	
Individual's MARITAL Status	(QUAMS)	$MARST

RANK at MILITARY SEPARATION Code   (QUAMSEPRK)

Source of EXPERIENCE Code   (QUASO) $SOURCE

Field of SPECIALIZATION Code   (QUASPECCD) $SPECS

Individual Year NATURALIZED   (QUAYRNAT)

5.2   INTERFACE

A sample of INTERFACE data elements which can be queried in PRIM are listed below:

AFFILIATION Code (old*new)   (IFCAFF)

APPOINTMENT NOT to EXCEED Date (old*new)   (IFCAPNTE)

COVER DEPTH Code (old*new)   (IFCCOVDPT)

COVER DEPTH Text (old*new)   (IFCCOVDPTXT)

COVER ORG CHANGE Date   (old*new)   (IFCCOVDT)

DETAIL ORGANIZATION code   (old*new)   (IFCDETC)

ENDING of TRIAL PERIOD   (old*new)   (IFCETP)

Scheduled HOURS (old*new)   (IFCHRS)

NAME Type   (old*new)   (IFCNTY)

PROCESS Date   (old*new)   (IFCPDATE)

POSITION Number   (old*new)   (IFCPOSNO)

PERSONNEL RANK ASSIGNMENT Code(old*new)   (IFCPRA)

PROJECT Number(old*new)   (IFCPROJNO)

SCHEDULE (old*new)   (IFCSCH)

CAREER SERVICE DESIGNATION (old*new)   (IFCSD)

SECURITY CLEARANCE   (IFCSECCL)

SPECIAL REFERENCE Code   (old*new)   (IFCSREF)

ANNUAL LEAVE Category   (IFIAL)

ANNUAL PREMIUM PAY Percentage   (IFIANPRPAY)

CAREER TRAINING Program (Class Number)   (IFICTPCLASS)

LWOP Start Time   (IFILWOPSTRT)

NON-OFFICIAL COVER PREMIUM PAY Percentage   (IFINCPP)

SEPARATION Code   (IFISEPCODE)

SEPARATION COMPENSATION   (IFISEPCOMP)

SUSPENSION - Number of Days   (IFISUSPEN)

5.3   LREQID (LANGUAGE REQUIREMENTS)

A sample of LREQID data elements which can be queried in PRIM and
related COMVAD Dictionaries if appropriate are listed below:

Data Element (Clear Text)	Data Element	COMVAD Dict.
LANGUAGE Code	(LRECD)	$LANG
LANGUAGE TYPE Requirement	(LRETYPE)	
Language READING PROFICIENCY	(LREREAD)	
Language SPEAKING PROFICIENCY	(LRESPEAK)	
Language UNDERSTANDING PROFICIENCY	(LREUNDER)	
ORGANIZATIONAL Code	(LREORG1)	

5.4   ORGCODE (ORGANIZATIONS)

A sample of ORGCODE data elements which can be queried in PRIM and
related COMVAD Dictionaries if appropriate are listed below:

Data Element (Clear Text)	Data Element	COMVAD Dict.
ORGANIZATION Code	(ORGCODE)	

Abbreviated ORGANIZATION TITLE   (ORGATITL)

Organization ABBREVIATED OFFICE TITLE   (ORGOFFABV)

Organization CAREER SERVICE Designation   (ORGCSD) $SD

Organization HEADQUARTERS Text   (ORGHQXTXT) $HQS

Office UPPER-GRADE CEILING   (ORGCEUPGRD)

Office CONTRACT CEILING   (ORGCECON)

Organization LANGUAGE Data   (ORGLANGDATA)

5.5   PRIM PERSIGN

A sample of PRIM PERSIGN data elements which can be queried in
PRIM and related COMVAD dictionaries if appropriate are listed be-
low:

Data Element (Clear Text)	Data Element	COMVAD Dict.
AFFILIATION with Agency (Staff, Contract, etc.)	(PERAFF)	$PERAFF
ANNUITY STATUS of a retiree	(PERANTYST)	$ANTYST
Abbreviated ALPHA ORGANIZATION of an employee	(PERAORG)	
CEILING Count Code of the employee	(PERCEIL)	
CITIZENSHIP Code	(PERCIT)	$PERCIT
Current Service EOD Date	(PERCSEOD)	
DEVELOPMENT COMPLEMENT Code	(PERDEVC)	$DEVCO
DATE of PERSONNEL ACTION	(PERDOA)	
Date of BIRTH	(PERDOB)	
Date of GRADE	(PERDOG)	
Ending of TRIAL PERIOD	(PERETP)	
GRADE	(PERGR)	
Scheduled HOURS	(PERHRS)	

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LONGEVITY Computation Date   (PERLCD)

NAME of employee   (PERNAMEOR)

Employee's POSITION NUMBER   (PERPOSNO)

Projected WITHIN GRADE INCREASE Due Date (PERPWGI)

Employee SALARY   (PERSALARY) $PERSAL

Service Computation Date for LEAVE   (PERSCD)

CAREER SERVICE Designation   (PERSD) $SD

STATION Text   (PERSTANTXT) $NEWLOC

Duty TOUR Code   (PERTOUR) $TOUR

5.6   POSNR (POSITIONS)

A sample of POSNR data elements which can be queried in PRIM and
related COMVAD Dictionaries if appropriate are listed below:

Data Element (Clear Text)	Data Element	COMVAD Dict.
POSITION Number	(POSNR)	
Position TYPE	(POSTYPE)	
Position PLANNED INCUMBENCY	(POSPLINC)	
Position TITLE	(POSTITLE)	
Position LIMITED/FLEXIBLE Indicator	(POSFLEX)	
Position SUPERVISORY Code	(POSSUPVR)	
Position HEADQUARTERS Text	(POSHQSTXT)	$HQS
Postion CHANGE DATE	(POSCHGDTE)	

5.7   PRIMSEP

The data element fields in PRIMSEP are identical to PRIM PERSIGN
because when a separation action is processed the PRIM PERSIGN re-
cord is moved directly to PRIMSEP. In that process, there are two
new fields established for the components use. They are
PRIMSEPCODE (Reason for Separation, Resignation or Retirement) and
PRIMSEPDTE (Date of Separation, Resignation or Retirement).

5.8   SEGACCESS

The SEGACCESS File is a multi-segment data list with many separate
data areas (Detail Segments or ORG Access Levels). There are 4
segments, SIGNON+T (Components Master), SIGNON+A (Component's Ac-
tive Data), SIGNON+S (Component's Separated Data) and SIGNON+C
(Component's Data File). The PRIM Data Base Manager by using the
PRCAESTB (Establish Component Access) procedure establishes seg-
ments. After the segments are established he/she can then estab-
lish the criteria in the SELECTION File.

5.9   SELECTION

The SELECTION Files will contain the criteria (service designa-
tion, occupational codes, schedule/grades, sub category codes
and/or organizational codes) used to establish a component's ac-
cess to active (Official Data Files) and separated (PRIMSEP) data.
The criteria data will be input by the Data Base Manager through
the PRCAESTB procedure based on the memorandum submitted by the
component requesting access.

5.10   STRENGTH

This data list contains a matrix of ceilings, positions and
strength counts of all active Agency employees by ceiling count,
by type and location of assignment.

5.11   CEMLOC (CENTRAL EMERGENCY AND LOCATOR RECORDS)

This data list will be included in Release 3.

5.12   CIARDS (CIA RETIREMENT AND DISABILITY SYSTEM)

This data list will be included in Release 3.

5.13   CTP (CAREER TRAINING PROGRAM)

This data list will be included in Release 3.

5.14   PERFIT (PERFORMANCE APPRAISAL RECORDS)

This data list will be included in Release 3.

5.15   PERSEAS (OVERSEAS SERVICE)

This data list will be included in Release 3.

5.16   CENQUAL (CENTRAL QUALIFICATIONS - QUACOM)

This data list will be included in Release 3.

5.17   TRAIN (TRAINING)

This data list will be included in Release 3.

5.18   CAPER (PRE-EMPLOYMENT PROCESSING)

This data list is planned for Release 5.

Chapter 6

PRIM COMPONENT FILES

6.1   COMPONENT DATA FILES - FILE DESCRIPTION AND DED

These files are in Release 2.

6.2   CAREER MANAGEMENT FILES - FILE DESCRIPTION AND DED

These files are in Release 4.

Chapter 7

REPORTING

7.1   DEFINITION

7.2   ONLINE SAMPLE QUERIES (SIMPLE)

7.2.1   VERBS AND MODIFIERS

When the file and record(s) to be used are selected, the verb
specifies the type of action to be taken on them. The two types
of action are as follows:

RETRIEVAL   Displaying some or all of the information
              selected.

UPDATE   Addition, deletion, or alteration of the
              information selected. (The UPDATE verbs
              ADD, CHANGE, and DELETE are not available
              to PRIM users. To maintain data base integrity,
              contents of files may be altered only through
              preprogrammed procedures.)

The RETRIEVAL verbs available to PRIM users are as follows:

LIST   To display some or all of the field values
              for the selected record(s).

COUNT   To display the number of records which were
              selected without displaying record contents.

TOTAL   To display the arithmetic sum of one of more
              fields (which must be numeric) for the se-
              lected record.

7.2.2   LIST

The LIST verb is used to display some or all of the field values
of the selected records. The MODIFIERS part of the GIM-II state-
ment is used to limit the display to those fields whose name is
specified.

An example of LIST is as follows:

   For (SIGNON ORG+A) "SSN" List PERNAMEOR PERDOB PERCEIL

Whenever possible, the information is displayed in columnar for-
mat. If the information listed from each record is longer than 80
letters, it displays in a vertical format.

There are two variations to the LIST verb. These variations will
sort the output by their data list (file) identifier values.

NOTE: The variations do not sort by any other value. To sort by
other values within the item (record) refer to REPORTW verb.
These verb variations are:

    LISTSA   LIST Sequence Ascending

    LISTSD   LIST Sequence Descending

7.2.3   COUNT

The COUNT verb is used to display the number of records selected.
The MODIFIERS part of the GIM-II statement is never used.

An example of COUNT is as follows:

For (SIGNON ORG+A) with PERSCH EQ "GS" and with PERGR EQ "10"
COUNT

7.2.4   COUNT/OF OR SUM

COUNT/OF is a mathematical function used to obtain a numeric count
of the number of values stored in a multivalued field (attri-
butes). An example would be to query language codes in the
CENQUAL data list for a count/of the number of language codes that
are in each record. QUALANCD can be a multi-valued field and the
verb count/of will count every value in that field. For example:

For (SIGNON ORG) list count/of QUALANCD.

SUM is used to obtain a total of all values in a multi-valued
field for each record. For example, you wanted to get a count of
all the positions in your office. If you did a count/of position
numbers, you would get exactly that, a count of position numbers.
The query would not take into account the planned incumbency of
the position numbers. So to get a total of all of your position
numbers the query would be:

For (SIGNON ORG) list sum POSPLINC

This query will take the figure that is in the planned incumbency
and sum the figures for an exact total number of positions.

7.2.5   TOTAL

The TOTAL verb is used to display the overall arithmetic sum of
selected records in one or more fields. The MODIFIERS part of the
GIM-II statement is used to specify the names of fields to be to-
taled. The fields must be numeric fields to be totaled.

An example of TOTAL is as follows:

For (SIGNON ORG+A) with PERAORG EQ "PERS" or with PERSD EQ "MP"
and with PERSALARY GE "25000" TOTAL PERSALARY

If you need to total more than one field, below is an example:

For (SIGNON ORG+A) with PERAORG EQ "PERS" or with PERSD EQ "MP"
TOTAL SIS01 = PERSALARY WHEN PERSCH EQ "SIS" AND PERGR EQ "01"
SIS02 = PERSALARY WHEN PERSCH EQ "SIS" AND PERGR EQ "02"

7.2.6   The WITH, WHERE and WHEN Phrases

The WITH and WHERE keywords are used to the left of the verb for
selection purposes in your query. WHEN is used for print-limiting
and it is always to the right of the verb. These keywords serve
to restrict verbal action to a particular condition.

    1. The six COMPARISON relations are:

        a) EQ   FIELD is equal to VALUE (default)

        b) NE   FIELD is not equal to VALUE

      c) LT   FIELD is less than VALUE

      d) GT   FIELD is greater than VALUE

      e) LE   FIELD is either less than or equal to VALUE

      f) GE   FIELD is either greater than or equal to VALUE

Examples of the COMPARISON selection using the WITH, WHERE and
WHEN keywords are:

For (SIGNON ORG+A) with PERCEIL EQ "C" and with PERAORG EQ "PERS"
list PERNAMEOR PERSD PERSCH PERGR PERCEIL

For (SIGNON ORG+A) WHERE PERCEIL EQ "A" AND WHERE PERAFF EQ "All"
list PERNAMEOR PERSD PERSCH PERGR PERDOG

For (SIGNON ORG) list POSSSN WHEN POSSCHED EQ "SIS"

If more than one element is to be listed and all elements will use
the same WHEN clause, the WHEN statement must be repeated after
each element or a global WHEN can be used.

An example of a global WHEN is as follows:

For (SIGNON ORG) list SLPOSLNK << WHEN null POSSSN >> repeat
SLPOSLNK POSSCHED POSGRADE POSTYPE ORGATITL

(This query is providing a list of all vacant positions with their
position number, position schedule, position grade and position
type and abbreviated organizational title.)

    1. The EXISTENCE selection determines whether or not a field
        has a value.

        a) The two EXISTENCE relations are as follows:

           ABSENT (or NULL)   FIELD does not have a VALUE

           PRESENT (default)   FIELD has at least one VALUE

Examples of the EXISTENCE selection are as follows:

For (SIGNON ORG+A) with PRESENT PERETP list PERNAMEOR PERAFF
PERCEIL PERCSEOD PERETP.

For (SIGNON ORG+A) with absent SADTE list

(This query will give you all records that have been transferred via the PRCATRSF Procedure.)

For (SIGNON ORG+A) with absent PERNAMEOR list

(This query will give you a list of SSNs only on employees who have been moved from PRIM PERSIGN to PRIMSEP.)

7.3   ONLINE SAMPLE QUERIES (COMPLEX)

7.4   PRINTING (ONLINE AND OFFLINE)

7.4.1   ROUTE TO THE LOCAL PRINTER

The local printer (if available) is a Silent 700 Electronic Data Terminal and should be located in the vicinity of the Delta Data. One printer is generally shared by several terminals. It is used to obtain a printed copy of the data on the terminal screen. The steps required to obtain the copy are as follows:

1.   Verify that the local printer is not being used by another terminal operator, then connect the printer to your termi- nal. Do so by connecting the printer cable with your line printer or setting the switch on the switching panel to se- lect to your terminal.

2.   Turn power on at the local printer.

3.   Indicate which portion of characters in the terminal memory you want to print. This is indicated by moving the cursor and placing the SOM (start of message) symbol ahead of the first character you want printed and an EOM (end of mes- sage) symbol after the portion of memory to be printed.

4.   Depress the PRINT key to initiate reproduction of the data on the local printer. The XMIT light will stay on until the printing is complete.

5.   Activate the PAPER ADVANCE lever on the local printer to advance a few lines, then tear paper from the printer.

If reproduction of all the terminal memory data is desired rather than a specified message, the steps are the same except it

is not necessary to complete Step 3. Everything in memory will be
printed. For Step 4, use the PRINT key (with the MEMORY option;
i.e., hold down the CONTROL key while depressing the PRINT key).

7.4.2 ROUTE TO THE HIGH-SPEED PRINTER

In addition to the local printout, the system provides for repro-
duction of terminal activity and responses on a high-speed print-
er. To receive a copy of input statements on computer printout
paper, use the following commands:

SETLINE 131   Sets print line equal to 131 characters.

ROUTE   This verb makes a copy of terminal
                statements and results for printing
                purposes. To begin the copying
                process, enter the following GIM-II
                statement:

                         ROUTE *A

                The system should respond with "ROUTE
                LIST ESTABLISHED."

COMMENT   Several comments may also be entered on
                the listing. It is suggested that you
                use the COMMENT statement to identify
                yourself. To identify the listing
                requestor, enter the following GIM-II
                statement:

                         COMMENT your name ***
                         your organization
                         *** your phone

                The only system response is the normal
                COMPLETED statement.

LIST   Any number or type of statement(s) may
                now be entered.

PRINT   The PRINT command moves stored statements
                and responses to the printer. To print
                statements, enter the following GIM-II
                print statement for your appropriate building:

                         PRINTU   Credit Union
                         PRINT3   Chamber of Commerce

ADMINISTRATIVE-INTERNAL-USE-ONLY   USMC201A
                                NOVEMBER 17, 1983

PRINTW
PRINT9
PRINT4
PRINT2
PRINT5
PRINTP
PRINT0   Hetra
PRINT   Headquarters

STATINTL

                  The system should respond with "xxx MESSAGES
MOVED."

ROUTE   You now need to turn off or stop the copying
               function. The GIM-II statement to enter is
               as follows:

                         ROUTE

               The system should respond with "ROUTE LIST
               DELETED."

7.4.3 $MAX-HIT

25X9

This keyword allows the user to limit the number of items (re-
cords) passing selection. In other words, in searching a file of
[   ] we may only want to see 10 records. The format
for this command is:

          . $MAX-HIT=n

where n is the maximum number of items passing selection during
the processing of the GIM-II statement.

Example:

          . $MAX-HIT=10.For (Signon Org) with PERSCH EQ GS .....

This example will select a maximum of 10 items although there may
be more than 10 items meeting this condition.

7.5   HIT FILES

A Hit File is a temporary work file available for use during a
terminal session which disappears after the session ends
(SIGNOFF). It is primarily used to supplement the functions of

data selection and retrieval. The following are some general
quidelines for the Hit Files:

1. A Hit File pair may be requested by entry of the verb:

    GETHIT

    If a Hit File pair cannot be assigned (e.g., all available
    Hit Files are in use), you will be informed.

2. A HIT File pair may be released by entry of the verb:

    RELHIT

    If not previously released by the user, the system will au-
    tomatically release the pair at user SIGNOFF. When the
    files are released, all data stored in them disappears.

3. There is a maximum of 6 Hit File pairs available to all
    PRIM users. Users should release the pair assigned to them
    when they are no longer needed particularly during a long
    terminal session.

4. A Hit File may contain many records, but each record can
    contain only one piece of information, such as an item ID
    or a field value.

    After Hit Files have been assigned (through GETHIT), CREATE
is the verb used to load a Hit File with either the item ID of the
specified file or any primary/secondary attribute as the key field
of the Hit File.

The general syntax for this verb is as follows:

    (FOR clause) CREATE (Hit File-name) (value)

where:

    (FOR clause) selects the file and/or records from
    which (value) is to be selected.

    (Hit File-name) is HITAnn or HITBnn as indicated
    in GETHIT response.

    (Value) is either the file-name of the file selected
    by the FOR clause, or any field which is accessible
    from that file. If the value is omitted, the file-name
    is assumed.

A Hit File is useful for creating a sorted list of a file that cannot be sorted.

7.6   REPORTW

The REPORTW verb is a generalized report writer. Its basic capabilities provide for formatted reports that require paggination, positioning on the print line, sorting, and summarization. Selection, linkage, arithmetic, and all other components of the GIM-II language are available.

   There are two major components to consider when using REPORTW. The first component is a FORMAT clause (not to be confused with the terminal function FORMAT mode) which specifies the headers and footers which serve as a description of the report. The FORMAT clause is used when it is necessary to display report titles, security markings, date, time, and page numbers. The FORMAT clause is not necessary to produce or use REPORTW.

   The second major component is the "colon operator" used in conjunction with each named attribute (field) specified after the verb. The colon operator serves to specify individual field size, location, sort levels, control levels and line/page break levels. When size and location are not specified, the dictionary specification will apply.

   The following are variations to the REPORTW verb:

REPORTS   Will automatically provide the item
             identifier with output, as in the
             LIST verb, in the first print
             positions.

REPORTW-S   Identical values in the sort columns
             will be surpressed.

REPORTT   Surpresses detail lines and provides
             a count of print lines between control
             breaks.

REPORTT-S   Surpresses repeating sort field values.

   Refer to the Basic GIM-II User's Reference Manual for a comprehensive description of REPORTW.

7.7   RAMIS REPORTING

Chapter 8

COMVAD DICTIONARIES (COMMON VALIDATION DICTIONARIES)

The COMVAD Dictionaries (Common Validation) are being loaded to
the PRIM Data Base from the HRS2 Data Base for the purpose of data
validation and text retrieval. The CENQUAL data lists are in code
form due to the large amount of information stored in QUAL. When
querying or offline reporting from the QUAL Data Lists, the code
is validated against the QUAL COMVAD Dictionaries and the clear
text of that code is retrieved from COMVAD and printed on the ter-
minal screen or printed on a report.

     If you should want to have a paper copy of a particular
COMVAD dictionary, please contact ADRB via memorandum requesting
to be put on distribution for the dictionaries. ADRB is the con-
trol point and is responsible for the updating and maintenance of
the COMVAD Dictionaries.

Chapter 9

INTERFACE WITH HRS2

9.1   COPIES OF NOAS AND TOAS

9.2   BLOCK CHANGE

Chapter 10

PRIM PROCEDURES

10.1   COMPONENT USE

10.1.1   KEY - AVAILABLE FUNCTION KEYS - FUNCTION KEY 1

This procedure contains a list of the function keys that have been
programmed to retrieve the menus and procedures used by the compo-
nents and the PRIM Data Base Manager. By entering Function Key 1,
the available function keys will print out on the screen. If you
have a 5000 series terminal, you would enter E KEY. It will be
displayed as:

         ********** AVAILABLE FUNCTION KEYS **************

    1 - DISPLAY FUNCTION KEYS

    2 - PRCAESTB - ESTABLISH COMPONENT ACCESS
         ****DATA BASE MANAGER USE ONLY********

    3 - PRCATRSF - COMPONENT ACCESS TRANSFER

    4 - PRACCUPDT - ACCESS UPDATE

    5 - SEARCH - TO SEARCH THE NAME
                 OR HPOSNR FILES

    6 - SIGNOFF - LEAVE PRIM DATA BASE

NOTE: If the function keys have been reprogramed and you are una-
ble to use them for the above purpose, you can press the CONTROL
SHIFT key and the LOAD RESET key at the same time and this will
free the function keys so you are able to use the above.

The components would use this procedure to clarify which function
key retrieves the menus (PRCATRSF, PRACCUPDT). These menus are
used in transferring access of an employee to another component
and updating purge dates of those transferred employees respec-

tively. Also the function key which retrieves the SEARCH
Procedure for querying names or Position Number History.

The PRIM Data Base Manager has exclusive use of the PRCAESTB Pro-
cedure in establishing the selection criteria for a particular
SIGNON ORG (SYSMAN2).

In order to use the Key Procedure, you must have a 7260T Delta
Data Terminal which has the function keys on the upper left corner
of the keyboard. The 5000 series of Delta Data terminals do not
have these function keys. If you have a 5000 series terminal, you
must type in the name of the menu you wish to use. For the compo-
nents, they would use:

        E GETMENU PRCATRSF

        E GETMENU PRACCUPDT

        E SEARCH

10.1.2 PRCATRSF - TRANSFER COMPONENT ACCESS - FUNCTION KEY 3

This procedure permits a component to electronically provide an-
other component with the SSNOR of an employee. A component can
transfer an employee's record if the component owns that record.
Ownership is valid if the SD of the record equals the SD in the
component's SELECTION Criteria. This would be used when the em-
ployee is being nominated for an assignment to another component.
By having the SSNOR of the employee the gaining component will be
able to access the information on the employee in considering
her/him for an assignment. Along with the SSNOR passed to the
component, a purge date (current date + 90) can be established
giving the gaining component 90 days to access the employee's in-
formation. The component can also key in a purge date of less
than 90 days or greater than 90 days. The component sending the
record has the capability of deleting the record if a mistake is
made.

If a receiving component wishes to extend a purge date, delete the
transferred record or in future releases add records to their com-
ponent files they should use PRACCUPDT Procedure. (See next sec-
tion)

If the component elects to reassign the employee to their compo-
nent the processing of the reassignment personnel action will move
the employee into the receiving component's access. The purge
date will be deleted. If the component does not reassign the em-

ployee to their component, there is a procedure (PRNTEPRG
Procedure) which will be executed monthly to delete those SSN's
with purge dates that are less than or equal the system date.

NOTE: If a component needs information on an employee and no own-
ership has been established in PRIM for that employee, the compo-
nent must request the PRIM Data Base Manager to transfer the re-
cord.

E PRCATRSF   (Component Access Transfer)

    ACTION: _ (A) ADD (D) DELETE (X) EXIT

SSNOR/STATUS: _____ _ _____ _ _____ _ _____ _
 STATUS: A - Active   S- Separated

SYSMAN2	PURGE DATE	SYSMAN2	PURGE DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MENU ITEM DESCRIPTION

(R) ACTION: Action (A,D,X)   (LA01)

(R) SSNOR: Social Security Number   (LN09)

(R) STATUS: Active or Separated Employee (LA01)

(R) SYSMAN2:   ORG Receiving Employee Info (LA06)

(O) PURGE DATE: Purge Date (YYMMDD)   (LN06)

For an ADD (A) Type of Action you would use this type of action
when transferring the access of one of your employees who has been
nominated for an assignment to another component.

ACTION   - A (Required Field)

SSNOR/STATUS   - The valid SSN of the employee being nominated
                  and the status code which reflects whether the
                  employee is A (Active) or S (Separated).
                  (Required Field)

SYSMAN2   - This is the receiving component's SIGNON ORG.
                  You will get this information via a telephone
                  call to the receiving component. (Required
                  Field)

PURGE DATE   - This is not a required field. If you do not
                  complete this field the procedure will generate
                  a date which will be current date+90 days.
                  You have the option to key in a date if you do
                  it must be in YYMMDD format and must be greater
                  than the current date.

For an DELETE (D) Type of Action you would use this type of action
if you transferred a record to a component in error or want to de-
lete the access given to another component.

ACTION   - D (Required Field)

SSNOR/STATUS - The valid SSN of the employee being nominated and
                the status code which reflects whether the employee
                is A (Active) or S (Separated). (Required Field)

SYSMAN2   - This is the receiving component's SIGNON ORG. You
                would have gotten this information from the receiv-
                ing component when you transferred the access.
                (Required Field)

PURGE DATE   - Not Required

For an EXIT (X) Type of Action you would use this type of action
to exit the menu.

ACTION   - X (Required Field)

SSNOR/STATUS - Not Required.

SYSMAN2   - Not Required.

PURGE DATE   - Not Required.

10.1.3   PRACCUPDT - ACCESS UPDATE   -   FUNCTION KEY 4

This procedure will be used by components to make specific changes
to records that have been transferred to them or changes to their
component files. The components will be able to make changes to
the purge dates mentioned above in the PRCATRSF procedure by ei-
ther extending the purge date or deleting the record. This proce-
dure will also be used to add SSNORs on employees or applicants to
their component files (Release 2), but will not allow that compo-
nent access to the Official Data for that SSNOR.

E PRACCUPDT   (Access Update)

Action: _

(A) Add (C) Change Purge Date (D) Delete (R) Retrieve (X) Exit

SSNOR	STATUS (A/S/C)	PURGE DATE (YYMMDD)	OWNERSHIP
———————	—	———————	—
———————	—	———————	—
———————	—	———————	—
———————	—	———————	—
———————	—	———————	—
———————	—	———————	—

MENU ITEM DESCRIPTION

(R)   ACTION   Action to be done (A,C,D,R,X) (LA01)

(R)   SSNOR   Social Security Number   (LA09)

(R/O) STATUS   Active,Separated,Component   (LA01)

(O)   Purge Date Removal from System (YYMMDD)   (LN06)

(O)   Ownership   Ownership of Record   (LA01)

For an ADD (A) Type of Action you will use this type of action
when adding records to your component files (Release 2). This
type of action will be dealt with in more detail in that release.

For a CHANGE PURGE DATE (C) Type of Action you will use this type
of action to change the purge date on an employee's record that
has been transferred to you for your review.

ACTION   - C (Required Field)

SSNOR   - The SSN of the employee whose record was transfer-
                red to you. (Required Field)

STATUS   - This field tells which SEGACCESS file the above SSN
                is stored. It uses your SIGNON ORG with either an
                A, S, or C status code.

                    SIGNON+A for Active Record
                    SIGNON+S for Separated Record
                    SIGNON+C for Component Record

                This is a required field.

PURGE DATE   - When you input a date it must be in YYMMDD
                format and must be greater than current date.
                (Required Field)

OWNERSHIP   - This field is optional. It will be used in Release
                2 when Component Files become available.

For a DELETE (D) Type of Action you would use this to delete any
transferred records that you no longer have a need or in Release 2
delete records from your Component files.

ACTION   - D (Required Field)

SSNOR   - The SSN of the employee. (Required Field)

STATUS   - A - Active, S - Separated, or C - Component
                (Required Field)

PURGE DATE   - Not Required

OWNERSHIP   - Not Required

For a Retrieve (R) Type of Action you would use this to retrieve
an employee's record to change the purge date.

ACTION   - R (Required Field)

SSNOR   - The SSN of the employee. (Required Field)

STATUS   - A - Active, S - Separated, or C - Component
                (Required Field)

PURGE DATE   - Not Required

OWNERSHIP   - Not Required

For an <u>EXIT</u> (<u>X</u>) <u>Type</u> <u>of</u> <u>Action</u> you would use this type of action
to exit the menu.

ACTION   - X (Required Field)

SSNOR   - Not Required

STATUS   - Not Required

PURGE DATE   - Not Required

OWNERSHIP   - Not Required

10.1.4   <u>SEARCH</u> - <u>SEARCH</u> <u>NAME</u> <u>AND</u> <u>HPOSNR</u> <u>FILES-FUNCTION</u> <u>KEY</u> <u>5</u>

The SEARCH procedure is used to search for a particular record in
either the NAME or the HPOSNR file. This procedure is used rather
than a statement to restrict the user to only one record at a
time. This procedure would be used by the component if they had
an employee's name but not their SSNOR. The component can query
NAME and the SSNOR is a field in the NAME Data List. HPOSNR con-
tains all deleted position numbers. In order to query HPOSNR the
component must have the position number.

To execute the SEARCH Procedure, type and enter:

E SEARCH

The system will respond with:

ENTER FILE TO BE ACCESSED (NAME, HPOSNR)

you would type either NAME or HPOSNR and hit enter.

NAME

The system will respond with:

ENTER RECORD ID FOR RETRIEVAL

You would then type in the name. (You will type only last
name*first name)

Doe*John

The system will respond with:

    NAME: Doe*John

```
NAMESSN:  123456789
NAMEDOB:  320406
NAMEFULL:  Doe John Robert
NAMETYPE:  T
NAMESSN:  987654321
NAMEDOB:  460101
NAMEFULL:  Doe John Bryan
NAMETYPE:  P
```

The system will print out all records on DOE*JOHN and you can de-
termine by the namefull field which DOE*JOHN you want or try quer-
ying the system with the SSN's that were printed with each record.

In querying for HPOSNR record, it is this same procedure.

E SEARCH (Hit enter)

The system will respond with:

ENTER FILE TO BE ACCESSED (NAME, HPOSNR)

You would then type HPOSNR and hit enter. The system will respond
with:

ENTER RECORD ID FOR RETRIEVAL

You would then type the position number.

AB000

The system will respond with the complete history record for that
position number.

10.1.5   LISTSTMT PROCEDURE

The LISTSTMT procedure contains formatted statements which contain
selected full file data on such files as (PRIM PERSIGN, QUAL,
POSNR, LREQID, etc.) This procedure can also be utilized to have
preformatted statements that the components find are high volume
statements. That is, they are continually being asked for the
same information and instead of keying in the statement with all
the various data elements, they simply key in a short statement to
get the response.

The list statements that have been established are as follows:

E LISTSTMT ORGCODE (Signon Org) (ORGCODE value)

E LISTSTMT POSNR (Signon Org) (POSNR value)

E LISTSTMT LREQID (Signon Org) (LREQID value)

E LISTSTMT QUAL (Signon Org) (SSN)

E LISTSTMT PERSIGN (Signon Org) (SSN)

E LISTSTMT PRIMSEP (Signon Org) (SSN)

E LISTSTMT INTERFACEACT (Signon Org) (SSN)

E LISTSTMT INTERFACESEP (Signon Org) (SSN)

E LISTSTMT STRENGTH (Signon Org)

When a component executes this statement, they will get the
strength for only their component. If a Directorate executes the
statment, it will list all offices under that directorate and
their strength. If a directorate choses to look at one specific
component, they can execute the following:

E LISTSTMT STRENGTH1 (Signon Org) (Component Orgcode)

The last section "Component Orgcode" is the first 3 characters of
the component's orgcode, i.e., C45, H05, T16.

10.1.6   PRCALINK - DAILY ACCESS CREATED BY COMPONENT

The PRCALINK procedure establishes the links for the active, sepa-
rated, orgcode and position number files. This procedure is acti-
vated when the first signon for the day is initiated. The person
signing on has an option as to whether he/she wants to build new
links. If he/she wants to make a quick query for information and
is not concerned that the data may be a day old, they answer "NO"
to the two questions asked. This permits the capability to query
immediately. The option is still there to create the links by
saying E PRCALINK. The system will respond with the following:

Your last PRIM PERSIGN/PRIMSEP links were created on (Date). See
date of PRIM update above, do you want new links created? (Yes or
No)

You should compare the PRIM update to the date links were created
for you. If the PRIM update is more recent than your PRIM
PERSIGN/PRIMSEP linking date, you will want to respond YES. This
will give you current information.

If the PRIM update is less than or equal your PRIM PERSIGN/PRIMSEP link date, then respond NO.

The next question your asked is:

Should new POSNR/ORGCODE links be created? (Yes or No)

If new position or orgcode data has been input into the system by PMCD, then you would want to enter YES. If there has been no change to your position/orgcode information then enter NO. The PRCRTLINK procedure is executed every weekend to update the Position Number (POSNR) and ORGCODE files in PRIM.

When PRCALINK is executed each day by the Components/Directorates a purge date (current day + 60) is generated for each employee each day. This date is continually extended as long as they remain assigned to the office or carry the office's career service. The PRCHGLOAD procedure updates PRIM PERSIGN and PRIMSEP, when someone resigns the record is moved from PRIM PERSIGN to PRIMSEP. A link is established in the SSDINDX (Separated File) and SORGINDX (Separated File). The links are removed from the SDINDX (Active File) and ORGINDX (Active File). The SSN of the employee will remain as an active link until the purge date on the record has been reached. If a reassignment out of a component is processed the losing component's access to the employee will remain in effect for 60 days until the purge date is reached. The employee's record will reflect the information of the reassignment.

When the PRNTEPRG procedure is executed, it compares purge dates with the current date and if they are equal to or less than the current date the SSN links are deleted. A listing of those records purged is produced and sent to the PRIM Data Base Manager for his review and distribution to the components affected.

10.2   DATA BASE MANAGERS USE

10.2.1   PRCRTSEG - ESTABLISHING NEW SEGMENTS

This procedure will be used by DBCC and the PRIM Data Base Manager.

10.2.2   PRCAESTB - ESTABLISH COMPONENT ACCESS (FUNCTION KEY 2)

This procedure is for the exclusive use of the PRIM Data Base Manager.

Chapter 11

FORMS

11.1   FORM 4065, REQUEST FOR COMPUTER ACCESS

11.1.1   Request Access to PRIM (GIMS)

The request for access to PRIM Data Base should be completed as
shown in the example and must be coordinated with the individual
concerned with personnel matters for their office. The name of
that individual is reflected on the Office of Personnel listing
titled "Individuals Concerned with Personnel Matters" which is
provided by the Director of Personnel's office. When requesting
access to PRIM a separate memorandum for each individual should
accompany the Form 4065.

When the component submits the request for access to GIMS,
they must ensure that the individual has completed the GIM II for
Users class before access to the PRIM System can be approved.

11.1.2   Request Access to VM

The request for access to VM should be completed as shown in the
example and submitted to ODP/CSS.

11.1.3   Memorandum Requesting Access to PRIM

See Example

11.1.4   Access to PRIM After Normal Working Hours

If a situation arises that you find you will be using the PRIM
System after normal working hours (0700 - 2000 hours), it is a
STAT   good idea to call the [   ]to confirm that the system will
be available and for how long. If the DAC is in the process of
running any big jobs they may disable the PRIM Data Base for the
updating procedure which means you would not have access to PRIM.

11.2   FORM 930, COMPUTER APPLICATIONS REQUEST/ACTION FORM

11.2.1   Requesting Enhancements to PRIM

The PRIM User Group which will consist of Directorate Referents
and Directorate ADP Control Officers will represent the components
during Development and into Production. The PRIM User Group will
be the primary user contact in gathering and formalizing new re-
quirements or enhancements to PRIM. Upon approval, the PRIM Data
Base Manager will submit the request to ODP for implementation.
The request for enhancement must be submitted on Form 930. An ex-
ample of a request for enhancement follows.

Chapter 12

ERROR MESSAGES

Chapter 13

GLOSSARY OF ACRONYMS/SPECIAL TERMS

Chapter 14

INDEX

C/EAB CX

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

PRIM User's Manual

FROM:		EXTENSION	NO.	
PRIM Team 2-E-21			DATE 6 DEC 1983	STATINTL

STAT

STATINTL

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/CSD/OC ATT: 2-B-0				Please find attached the baselined PRIM User Manual. If you have any questions or need more copies, please STATINTL contact the PRIM Project
2.				
3.				
4.				
5.				PRIM Team
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				Attachment: PRIM User Manual